



**CASE MANAGER POSITION
WIA CALGRIP/LIFT PROGRAM
CENTRO CHA INC.**

**CASE MANAGER
(\$12.00 to \$14.00 per Hour)**

The Long Beach Centro CHA INC. has an opening for one full-time CASE MANAGER who will provide services to youth ages 14-24 participating in the WORKFORCE INVESTMENT ACT (WIA) CALGRIP/ LIFT YOUTH WORKFORCE DEVELOPMENT PROGRAM. The position will be located at Centro CHA office at 727 Pine Avenue Long Beach, CA 90813.

EXAMPLES OF DUTIES:

- Conducts intake, program orientations, and placement sessions
- Assists in the development and implementation of Individual Services Strategy for each participant
- Coaches participants and monitors their involvement and progress in program activities (i.e., basic skills upgrade, work-readiness training, work experience), including work site visitations
- Identifies and coordinates supportive services for participants, including referrals to community-based programs
- Maintains case files to ensure participant progress is documented and compliant to applicable WIA's regulations
- Completes all required MIS paperwork and documentation related to participants' enrollment and completion of program
- Submits timely reports as requested by Program Coordinator/ or Director
- Performs other related duties as required

DESIRABLE QUALIFICATIONS:

- Education equivalent to high school graduation and at least two years of experience working with intercity at-risk youth and/or youth programs; post secondary education in applicable fields (i.e., social work, psychology, business, etc.) may be substituted for required work experience on a year-for-year basis
- Strong written, oral and interpersonal communication skills
- Computer experience, knowledge of Microsoft Office 2000 (Word, Excel, Access, PowerPoint) and e-mail
- Ability to work independently with minimal supervision and exercise sound judgment in carrying out responsibilities
- Ability to work within deadlines, manage multiple assignments and priorities within a fast paced environment
- Possess excellent work habits, ability to be flexible, work cooperatively, a desire to become an effective team member displaying a professional demeanor
- Bilingual English/Spanish proficiency highly desirable
- Possess valid California driver's license

APPLICATION PROCESS:

Interested applicants are requested to submit resumes via mail or fax no later than 5:00PM.

Thursday, May 6, 2008 To

**WIA CALGRIP/LIFT PROJECT Case Manager Recruitment
Attn: JESSICA QUINTANA
CENTRO CHA INC,
727 Pine Avenue
Long Beach, Ca. 90813**

OR FAX: To (562) 570-4753 OR E-MAIL to Jessica@centrocha.org

Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures.

EQUAL OPPORTUNITY EMPLOYER

This information is available in an alternative format by request to the Administration Office at (562) 570-4722.